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75-2253

16 June 1975

MEMORANDUM FOR THE RECORD

1. In an effort to expedite the processing of the Senate Select Committee requests, it is requested that all responses be made via blind memo consisting of two items a) the subject with a brief identifying note including the substance of the query and b) the Agency response. All responses will be forwarded to the IG for further passage as required.

2. Attached herewith is a sample Agency response to an actual SSC query which might serve as a model.



Acting Inspector General

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Attachment: a/s (OVER)

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Sample Response

(Blind Memo - Each request to be answered separately)

Subject: Response to Question 7 of 4 June 1975 letter from
Senator Church in which Senator Baker asked
whether Cable Traffic Cited in 1967 IG Report
on [] pertains to CIA's WH Division or
the White House
(If one of a numbered list, cite the number)

Response:

Only the WH (Western Hemisphere) Division of CIA could
be meant in this cable traffic. Had "White House" been intended,
it would have been referred to as "White House" or highest U.S.
authority.

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TO	NAME AND ADDRESS	DATE	INITIALS
1	Director of Security 4E-60 Hqs TUBE		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Attached is the format to be employed in future responses to the Committees.			
<div></div> John N. McMahon			
Att: DD/A 75-2862			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Associate Deputy Director for Administration, 7D-26 Hqs			18 Jun 75
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